

**CLASS TITLE:**

**ASSOCIATE DIRECTOR  
FINANCIAL RESOURCES  
(CORRECTIONS)**

**Class Code: 02565400**

**Pay Grade: 42A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, developing and coordinating the over all management, fiscal services and personnel services of all the divisions and agencies; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director, Department of Corrections, with wide latitude for the exercise of independent initiative and judgement; work is subject to review through conferences and submitted reports for conformance to laws, policies, rules and regulations, and departmental objectives.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of a professional, technical, correctional and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, developing and coordinating the overall management, fiscal services, personnel services and maintenance support of all the divisions and agencies.

To exercise technical and administrative supervision and control over the operation of service agencies.

To be responsible for the overall supervision of the preparation and review of the departmental budget for central accounting, expenditure control and budgetary reports.

To exercise overall supervision and direction of the billing and collections for agencies and/or institutions.

To evaluate management and methods procedures to insure their effectiveness and efficiency in attaining their objectives and to recommend future plans and budget allocations based on this evaluation.

To make recommendations to the Director on planning and developing systems for effective administrative and fiscal management including fiscal and staffing requirements.

To be responsible for conduction cost analysis surveys of various departmental operations with recommendations for reducing costs.

To maintain an effective departmental management information system which will provide and understanding of departmental services and fiscal policies and procedures.

To plan, develop and maintain a regular system of management reports.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of governmental accounting, budget execution, and control; the ability to plan and direct the execution of fiscal and management and methods studies and the composition of reports thereon; a thorough knowledge of federal and state legislation; a thorough knowledge of office methods and procedure analysis and the ability to apply such knowledge; a thorough knowledge of the principles and practices of business administration; the ability to plan, develop, coordinate and supervise the work of a staff engaged in performing departmental fiscal personnel and administrative tasks; the ability to establish and maintain an effective working relationship with subordinates and superiors; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Master's Degree from a recognized institution of higher education in social work, criminology, psychology, sociology, education, or public administration; and

Experience: Such as may have been gained through: considerable employment with responsibility for the planning, developing, and coordinating the overall management and fiscal services of a state department or large state agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 23, 1992

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